

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

May 1 - September 30, 2007

May 1, 07- Sept.
30, 07

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

Today's Date
County
Contract Organization Name

23-Oct-07
Uinta
Uinta County

For information call 1-800-535-4006
or 307-777-6494

Your Name

Tera Lawlar

Your Mailing Address
City, State, Zip
Your Work Phone Number
Fax
Your Work Email Address

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Evanston, WY 82930
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Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	1-Feb-07	Hired Teran Lawlar SPF-SIG Coordinator
2	Supervise SPF staff/staff evaluation (note dates and any notes)	1-Feb-07	100%	1-Feb-07	Discussed SPF-SIG Contract, expectations, job description, etc. Teran and Jim meet and review weekly.
3	Name, title, and phone number of the staff's supervisor	1-Feb-07	100%	1-Feb-07	Jim Hissong, Human Services Coordinator for Uinta County 307-789-7194 ext 203
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)	1-Feb-07	100%	1-Feb-07	Yes - background check
5	Staff training and paid travel	7-Mar-07	100%	7-Mar-07	SPF/WFLI Kickoff in Casper - Tera Lawlar and Jim Hissong
	(list all training paid under the contract, dates, traveler name, amount)	12-Jun-07	100%	15-Jun-07	SPF/SIG Meeting in Lander - Meeting in Cheyenne, WY Jim Hissong - Meals 6-25-07 totalling \$ 49.27, Mileage totalling \$235.22- 485 miles at .485 cents per mile. Jim Hissong - San Diego, CA - Meals on 9/30/07 - \$215.13, Lodging \$1249.96, Parking \$44.50, Fuel \$12.00, Internet Service \$19.90, Cheyenne Lodging For Jim \$197.13, Fuel in Cheyenne \$98.52, Meals \$112.10 Best Western (Lander) 6-28-07 \$160.50,
6	Notify the Division of any board of directors/staffing changes				None to report
7	Other Contract Work Agreements (report details)				MSU Contract - Carry over monies, More information TBA
8	Complete agreement with SPF-TAC		100%	7-Sep	
9	Other				

B Needs Assessment Activities					
1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	5-7 Mar-07	SPF/WFLI Kickoff "Taking a Closer Look" in Casper, WY. Discussed workbook for Needs Assessment.
2	Needs Assessment Instrument Received	Feb or March 2007	100%	5-7 Mar-07	Received workbook, went through page by page for full understanding.
3	Data Collection	May-07	90%	Mid April-07	Met with various agencies in UC to compile data.
4	Data Analysis	May-07	90%	Mid April-07	Collected data for workbook to determine priorities and needs for Uinta County.
5	Priorities Identified	7-May	100%	26-Apr-07	Met with CAC to discuss our focus and priorities specific and unique to Uinta County. CAC did eventually determine priorities based on data collected.
6	Needs Assessment Sent to SAD	1-Jun-07	100%	May, 07	
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	July, 07	
8	Revise Needs Assess/Submit Final				
9	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities				CAC has met a total of 6 times, however not all have been formal with the powerpoint presentation, etc. First meeting we introduced the SPF-SIG Grant, discussion of goals for the community and the purpose of this grant. CAC has teamed up with the block prevention people, CYC, and 21C to correlate and share data, as well as understand what is already being done in the county so we do not reinvent the wheel. The CAC took a brief break while we were waiting for the Strategic Plan to be approved, in the meantime we worked on a proclamation by the county to promote Family Day.

					March 14, 07 - Eight CAC Members (plus Tera & Jim) March 28, 07 - Four CAC Members (plus Tera & Jim) March 29, 07 - Additional members interested in SPF-SIG, joined forces with CYC Meeting to share information April 12, 07 - Nine (plus Tera & Jim) CYC and PF met to share data, CYC made "Misuse of Alcohol" tagger goal and focus. April 19, 07 - five members (plus Tera & Jim) PowerPoint Presentation overview of SPF-SIG, Packets for all CAC Members with data compiled specific to Uinta County, prioritized focus and goals for UC. April 26, 07 met with members who could not attend on 19th. Gave overview of meeting and organized future meetings. In June we met (8 members including Tera & Jim) and we discussed the potential strategies we should use for Uinta County. We met a lot with Officer Kirby with the EPD to discuss the law enforcement focus and the connections and collaborations needed and required to be successful. We met with Officer Kirby four separate times during the SP Phase.
2	Community Advisory Council Meetings List dates & number of people who attended		100%	3-May-07	
	See below for membership report				We met in May to review the Needs Assessment - Eight CAC Members (Including Tera and Jim)
3	Budget and Funding Approved by CAC (<i>attach minutes</i>)				Uinta County Commissioners approved the budget and the resources for this grant. Each month any and all contracts are brought to them for signatures and approval.
4	Community Resource Assessment note date and attach report				
6	(Optional) local SAPST and/or CADCA Training for SAC/Community			7-May	Planning to have SAPST Training with Jim Hissong in Evanston.
7	Briefly describe how the community was involved in the SPF process during this reporting period			26-Apr-07	Members of the CAC helped determine needs of Uinta County. Shared information with several committees (School District and Random Drug Testing, Parent Advisory Council at EHS, etc.) to explain findings and obtain suggestions, ideas, etc.
7	Briefly describe how the community was involved in the SPF process during this reporting period				
8	Other CAC/Infrastructure				

D Strategic Planning Activity

Attend Strategic Planning Training	Jul-07	100%	June, 07	Lander, WY
Receive Strategic Planning Materials from SAD		100%	June, 07	Lander, WY
Research Evidence Based Strategies		100%	June, 07	Lander, WY
Match Strategies to Data/Needs		100%	July, 07	
Write Strategic Plan		100%	July, 07	Wrote the plan and asked the CAC and the EPD to review and make suggestions and or changes.
Submit Strategic Plan to SAD		100%	Aug, 07	Aug, 07
Receive SAD Comments/Revise/Final Plan	31-Aug-07	100%	Oct, 07	Strategic Plan approved on October 5th, 2007. Plan starting to take action
Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	15-May-07	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	6-Apr-07	Attached - Budget Request Form. Questions regarding budget, In-State travel...need to reallocate funds.
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07	n/a	n/a	On hold until January, 2008
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%	July, 07	
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%	Oct, 07	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	100%	Oct, 07	
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	15-Apr-07	Debbie Nees contact with UC - needed signature page.
8	Provide any other evaluation information				New Contract with WySAC for new year to Commissioners - approved on 10-16-07
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification	Summer, 07	100%	Summer, 07	
11	On-Site evaluations or reviews				Met with Mike Vercauteren in August, 07 to discuss Technical Assistance, Met with Robert K., and Marilyn Patton regarding SPF-SIG Carry-over funds in Sept. 07. Discussion for signatures and the Commissioners of Uinta County. Met with Trish and Kay with WySAC to discuss Evaluation of Strategic Plan.

